

**Delegation of Authority for Employee Relations Actions
EMPLOYEE SERVICES DIVISION**

| TYPE OF ACTION | Director | Branch Chief | Administrative Officer |
|---|-----------------|---------------------|-------------------------------|
| 1. Letters of Caution or Warning | X | X | X |
| 2. Letters of Reprimand | X | X | X |
| 3. Proposals for suspensions 14 days or less | X | X | X |
| 4. Decisions for suspensions 14 days or less | X | | |
| 5. Proposals for suspensions of more than 14 days, removals, demotions and furloughs | X | X | X |
| 6. Decisions for suspensions of more than 14 days, removals, demotions and furloughs | X | | |
| 7. Termination of temporary and probationary employees | X | X | X |
| 8. Reconsideration of Within Grade Increase Withholding | X | X | X |

Last Updated 6/28/04